



UNITED STATES MARINE CORPS  
MARINE CORPS AIR STATION  
CHERRY POINT, NORTH CAROLINA 28533-5001

AirStaO 3040.3A  
ADJ

**12 AUG 1999**

AIR STATION ORDER 3040.3A

From: Commanding General  
To: Distribution List

Subj: CASUALTY PROCEDURES

Ref: (a) MCO P3040.4D

1. Purpose. To publish local procedures and responsibilities for administration of the Casualty Program for MCAS, Cherry Point.

2. Cancellation. ASO 3040.3.

3. Information

a. When a reportable casualty occurs, the reporting unit to which the member was assigned will take full responsibility for ensuring all necessary action in both casualty reporting and casualty assistance is accurately completed in accordance with the reference. In the case of civilian employees, the Civilian Personnel Officer will initiate any required action.

b. Occasionally MCAS, Cherry Point will be asked to make official notification for casualties not attached to a MCAS unit. When notification of next of kin is required for personnel not attached to this command, the duty will be passed on to either the Commanding Officer, Headquarters and Headquarters Squadron (HQHQRON) or the Commanding Officer, Marine Transport Squadron One (VMR-1) for assignment of a Casualty Assistance Calls Officer (CACO). This assignment will be made by the Station Adjutant during working hours or by the MCAS Command Duty Officer during non-working hours.

4. Action

a. Commanding officers will:

(1) Ensure all casualties are reported and handled in strict compliance with the reference.

(2) Ensure there is always an officer on hand trained in the duties and responsibilities of a CACO.

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b. MCAS Adjutant will:

(1) Monitor administrative procedures in connection with casualties of MCAS, Cherry Point.

(2) Assign, on a rotating basis, between the Commanding Officer, HQHQRON and the Commanding Officer, VMR-1 responsibility for handling casualty assistance for personnel not assigned to this command.

  
W. C. DARNER  
Chief of Staff

DISTRIBUTION: A